

**TOWN OF BERLIN
REQUEST FOR QUALIFICATIONS**

Notice is hereby given that consultant qualifications will be received by the Town of Berlin, Maryland for:

**RFQ # 2014 - 01
Strategic Plan Facilitation Services**

by filing with the Town of Berlin, 10 William Street, Berlin, MD, 21811 until:

**Date: Wednesday, October 29, 2014
Time: 3:00 P.M. EST**

Deliver submittals to:

Laura Allen, Town Administrator
Town of Berlin
10 William St.
Berlin, MD. 21811
Attn: RFQ 2014-01

The Town of Berlin is developing its first Strategic Plan and is seeking proposals for Facilitation Services.

A detailed Request for Qualifications (RFQ) information packet including general information, requested services, submittal requirements, and evaluation process is attached.

Qualifications submitted after the due date will not be considered. Consultants accept all risks of late delivery of mailed submittals regardless of fault.

The Town of Berlin reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFQ does not obligate the Town to pay any costs incurred by respondents in the preparation and submission of their statement of qualifications. Furthermore, the RFQ does not obligate the Town to accept or contract for any expressed or implied services.

It is the Town of Berlin's policy to assure that no person shall, on the grounds of race, color, national origin or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities.

The Town is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality, disability, or sexual orientation. The successful consultant must comply with the Town of Berlin's equal opportunity requirements.

General Information

NOTICE: Notice is hereby given that letters of interest and statement of qualifications will be received by the Town of Berlin, Maryland for Strategic Plan Facilitation Services by filing with the Town at the above location.

PURPOSE/BACKGROUND: The Town of Berlin, Maryland (the “Town”) is soliciting requests for qualifications for the purpose of obtaining professional facilitation services to assist in the development of the Town’s first Strategic Plan. The anticipated scope of work may include, but shall not be limited to, the evaluation of existing conditions, SWOT analysis, community roundtables, discussion with Council and staff, and visioning exercises.

The Town of Berlin is a community of 4,500 people located on Maryland’s eastern shore. The Town operates under a Strong Mayor form of government. Berlin provides the following services to the community’s residents: police, public works, parks, water, wastewater, stormwater, electricity, economic development, planning, code enforcement, engineering (under contract), and general administration. The Town operates on a one-year budget cycle from July 1 through June 30. The Strategic Planning process is intended to inform and guide budget process by defining communitywide priorities for the Mayor and Council. The Town is particularly interested in establishing a values-based plan built on community consensus.

QUALIFICATIONS: These services will require the firm to have the following qualifications:

- Five (5) or more years of related experience
- Experience working with Maryland municipal entities or non-profits on similar projects

SUBMITTAL REQUIREMENTS:

Responses to this RFQ must include the following information:

- A cover letter/statement of interest indicating the firm’s interest in the project and highlighting its qualifications to perform this project. A summary of firm’s experience in requested service areas.
- A description of the firm’s experiences working with municipal government.
- Statement of qualifications, including related experience with similar types of projects and specific qualifications or resumes of key team members.
- Up to three (3) examples of similar projects.
- A minimum of three (3) references relating to completed projects for the services being requested with full name, title, address, phone and fax numbers.
- Responses must be limited to no more than ten (10) sheets excluding specific project examples, references, resumes and covers. Sheets shall be printed double sided.
- Provide 3 copies of the submittal.
- Provide an hourly rate schedule

• **PROPRIETARY PROPOSAL MATERIAL** - Any proprietary information revealed in the proposal should, therefore, be clearly identified as such.

• **SIGNATURES:** RFQ’s shall be signed by one of the legally authorized officers of said corporation. If awarded the contract, the Contract shall also be so executed.

• **EVALUATION CRITERIA:** Evaluations will be based on the criteria listed below:

- Experience of firm with similar projects
- Experience of proposed project team and key team members
- Overall quality of statement of qualifications

The Town may select a limited number of consultants for in-person interviews before a selection committee.

- **QUESTIONS:** Questions regarding this project may be directed to Laura Allen via e-mail at lallen@berlinmd.gov. Any oral communications will be considered unofficial and non-binding on the Town.

- **REJECTION OF SUBMITTALS:** The Town reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFQ does not obligate the Town to pay any costs incurred by respondents in the preparation and submission of their qualifications. Furthermore, the RFQ does not obligate the Town to accept or contract for any expressed or implied services.

- **CONTRACT AWARD:** The Town reserves the right to make an award without further discussion of the submittals. The firm selected as the apparently successful firm will be expected to enter into a contract with the Town. Following consultant selection, the successful consultant shall prepare a proposal and scope of work for review by the Town. Once the Town and Consultant have reached an agreement on the scope of services, a final contract will be prepared by the Town. The foregoing should not be interpreted to prohibit either party from proposing additional contract terms and conditions during the negotiations of the final Contract. If the selected firm fails to sign the Contract within ten (10) business days of delivery of the final Contract, the Town may elect to negotiate a Contract with the next-highest ranked firm. The Town shall not be bound, or in any way obligated, until both parties have executed a Contract. No party may incur any chargeable costs prior to the execution of the final Contract.

- **CONTRACT NEGOTIATION:** The Town reserves the right to negotiate all elements of the submittals, proposals, terms and conditions, and/or scope of work as part of the contract negotiation process prior to any formal authorization of the Contract by the Town.

- **EQUAL OPPORTUNITY EMPLOYMENT:** The successful consultant or consultants must comply with the Town of Berlin equal opportunity requirements. The Town of Berlin is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality or disability.

- **TITLE VI:** It is the Town of Berlin's policy to assure that no person shall, on the grounds of race, color, national origin or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities.

- **INSURANCE REQUIREMENTS:** The Consultant shall procure and maintain for the duration of this Agreement insurance against claims for injuries to persons or damages to property, errors and omissions or professional liability that may arise from or in connection with the performance of work hereunder by the Consultant, his agents, representatives, employees or subcontractors. The cost of such insurance shall be paid by the Consultant.

- **NON-ENDORSEMENT:** As a result of the selection of a firm to supply products and/or services to the Town, firm agrees to make no reference to the Town in any literature, promotional material, brochures, sales presentation or the like without the express written consent of the Town.

• **COMPLIANCE WITH LAWS AND REGULATIONS:** In addition to nondiscrimination and affirmative action compliance requirements previously listed, the consultant or consultants ultimately awarded a contract shall comply with federal, state and local laws, statutes and ordinances relative to the execution of the work. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.